



RFI Details

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000008924	RFI	RFx	1
Event Round	Version		
1	1		
Event Name	SWC #700 Electrical HVAC & Plumbing Maint and Rep.		
Start Time	Finish Time		
06/04/2015 14:00:00 CDT	07/08/2015 16:30:00 CDT		

Bidder: PUBLIC EVENT DETAILS

Submit To:
Contact: Katie Lillard
Phone: 615/741-7078
Email: Katie.Lillard@tn.gov

Event Description

Request for Information (RFI)

Pre-Response Conference

Title: SWC #700 Electrical HVAC & Plumbing Maintenance and Repair

Description: Procurement for Statewide Contract of Electrical HVAC & Plumbing Services

Electrical: Tuesday, June 16, 2015 9:00am - 10:30am CST

HVAC: Tuesday, June 16, 2015 10:45am - 12:15pm CST

Plumbing: Tuesday, June 16, 2015 1:30pm - 3:00pm CST

Location:

Department of General Services

Tennessee Tower, 3rd Floor

Conference Room E

312 Rosa L. Parks Avenue

Nashville, TN 37243

If you are unable to attend the Pre-Response Conference, you may call in to (615) 253-2009.

NOTE: This is only a Request for Information, Respondents are not required to respond to the Bid Factors or provide pricing at this time.

If you have questions, please call the Solicitation Coordinator, Katie Lillard (615) 741-7078.

Factor Summary

Question	Response
How many days after receipt of purchase order will it take you to provide the requested service?	
Required: Yes Mandatory ResponseNo	

Response Comments

Please enter the number of days that your bid offer will expire from the bid opening date:

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Bid Offer Expiration

Enter the expiration date of your bid offer in the space provided on this Invitation to Bid. A minimum period of thirty (30) days from the bid closing date is requested. The state shall have sixty (60) days to accept the bid if a minimum period is not stated.

Please complete the attached form, included with the Terms and Conditions document, and attach all pertinent documentation regarding your company's efforts to achieve diversity business participation. This information must be submitted with the bid document and monthly thereafter until a reasonable level of diversity business participation is achieved.



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Email: Katie.Lillard@tn.gov

Confirm below that you have completed this attached form by choosing, "Yes".

Required:Yes Mandatory ResponseYes

Response Comments

In preparing bid(s), All bidders shall comply with the requirements of T.C.A. Section 62-6-119 in Providing the specified information within the sealed bids. Any bid not in strict compliance with the requirements of T.C.A. section 62-6-119 shall be rejected.

Bids Over \$25,000.01 Requiring a Contractor's License

Bidder shall enter the following information:

List your Company's Tennessee State Contractor License Number

List the License Classification(s) Applicable to Bid

List the License Expiration Date

Bidder shall enter the following information regarding the subcontractor, if applicable:

List the Subcontractor's Tennessee State Contractor License Number

List the License Classification(s) Applicable to Bid

List the License Expiration Date

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Tennessee Contractor License Information (Bids Over \$25,000.01 Requiring a Contractor's License)

In preparing bids(s), all bidders shall comply with the requirements of T.C.A. Section 62-6-119 in providing the

specified information within the Invitation to Bid. Any bid not in strict compliance with the requirements of T.C.A.

Section 62-6-119 shall be rejected. Note: Submit additional subcontractor's information as an attachment to the bid.

Authorized Users: Local Governments, Private Non-Profit Institutions of Higher Education and Eligible Non-Profit Agencies

The purpose of this Invitation to Bid/Sourcing Event is to establish a source or sources of supply for all state agencies, local governmental units within the geographic limits of the State of Tennessee, any private nonprofit institution of higher education chartered in Tennessee, and any corporation which is exempted from taxation under 26 U.S.C. Section 501(c) (3) as amended and which contracts with the Department of Mental Health and Mental Retardation to provide



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SWC #700 Electrical HVAC & Plumbing Maint and Rep.			
Start Time		Finish Time	
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Bidder: PUBLIC EVENT DETAILS

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services to the public (T.C.A. 33-2-401 et seq.). The resulting contract will be open to these governments unless a letter is attached to your bid, addressed to the Central Procurement Officer, requesting exemption to this allowance.

Purchases by local governmental units, private institutions of higher education, and authorized corporations are encouraged but are optional with those agencies, private institutions of higher education, and corporations.

Note: If "no", attach exemption request addressed to the Central Procurement Officer.

Required:Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Purchases by Local Government and Authorized Non-Profit Agencies (SWC) - T500

Authorized Users: Local Governments, Private Non-Profit Institutions of Higher Education and Eligible Non-Profit Agencies

The purpose of this Invitation to Bid/Sourcing Event is to establish a source or sources of supply for all state agencies, local governmental units within the geographic limits of the State of Tennessee, any private nonprofit institution of higher education chartered in Tennessee, and any corporation which is exempted from taxation under 26 U.S.C. Section 501(c) (3) as amended and which contracts with the Department of Mental Health and Mental Retardation to provide services to the public (T.C.A. 33-2-401 et seq.). The resulting contract will be open to these governments unless a letter is attached to your bid, addressed to the Chief Procurement Officer, requesting exemption to this allowance.

Purchases by local governmental units, private institutions of higher education, and authorized corporations are encouraged but are optional with those agencies, private institutions of higher education, and corporations.

All bidders are required to have an adequate service organization for which the bid is applicable. Enter the name, address, telephone, pager or cell phone and fax number, email address, and area of responsibility for each service representative in the spaces provided below. (Attach additional sheet if necessary) Please be sure to include the following information:

- List the Service Organization:
- List the Service Organizations Address:
- List the Area(s) in TN that the Service Organization will Service:
- List the Service Organizations Phone Number:
- List the Service Organizations Toll Free Number:
- List the Service Organizations Pager or Cell Phone:
- List the Service Organizations Fax Number:
- List the Service Organizations Email Address:
- List the Service Organizations Website:

Required: Yes Mandatory ResponseNo



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Bidder: PUBLIC EVENT DETAILS

Submit To:
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Email: Katie.Lillard@tn.gov

Response Comments

Associated Terms:

Service Organization

All bidders are required to have an adequate service organization for which the bid is applicable. Enter the name, address, telephone, pager or cell phone and fax number, email address, and area of responsibility for each service representative in the spaces provided below. (Attach additional sheet if necessary)

Service Experience, Time in Business, Contracts

List the Length of Time Your Company has been in Business. A bidder must have occupied a bona fide place of business for at least one year with suitable equipment, supplies and a trained staff capable of performing the services requested.

List the Description of Services. Please enter the information for four (4) comparable contracts (two (2) residential jobs and two (2) commercial jobs) on-going or completed within the last six (6) months.

Comparable Contract

List Name/Address of Comparable Contract

List the Contact Person

List the Phone Number

List the Contact Person's Email Address.

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Service Experience, Time in Business - Contracts

A bidder must have occupied a bona fide place of business for at least one year with suitable equipment, supplies and a trained staff capable of performing the services requested. A bidder must furnish satisfactory evidence of successful completion of comparable contracts for at least three customers within the past two years and any other evidence required and requested in order to establish evidence of its ability to provide services in accordance with the terms and conditions and specifications. Enter the length of time in business and evidence of completion of three comparable contracts in the space provided below.

Failure to provide at least three comparable contract references with satisfactory quality of service may result in the bid being considered non-responsive and cause for rejection of the bid.



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Bidder: PUBLIC EVENT DETAILS

Submit To:
Contact: Katie Lillard
Phone: 615/741-7078
Email: Katie.Lillard@tn.gov

Technical Assistance

Enter the name, address, and telephone number of the technician or service representative in the space provided below.

List the Name of the Technician/Service Representative

List the Technician/Service Representative Address

List the Technician/Service Representative Phone Number

List the Technician/Service Representative Toll Free Phone Number

List the Technician/Service Representative Pager or Cell Number

List the Technician/Service Representative Email Address

List the Technician/Service Representative Website

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Technical Assistance

The vendor/contractor will furnish telephone technical assistance for the type of equipment or services requested within the time frame listed in the attached specifications following and without additional cost to the state.

Enter the name, address, and telephone number of the technician or service representative in the space provided below.

Please list the following for all licenses and permits required by federal and state law.

List the Type of License

List the Name on the License

List the License Number

List the Expiration Date

Provide any additional and applicable licenses as identified in Attachment C

Required Licenses & Certifications.

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Licenses (Listings):

A bidder must have all licenses and permits required by federal, state and local laws for performance of this contract. List the date and description of each in the space provided below.



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Bidder: PUBLIC EVENT DETAILS

Submit To:
Contact: Katie Lillard
Phone: 615/741-7078
Email: Katie.Lillard@tn.gov

Please list the following information regarding your company's contract administrator.

List the Contract Administrator's Name

List the Contract Administrator's Address

List the Contract Administrator's Phone Number

List the Contract Administrator's Toll Free Phone Number

List the Contract Administrator's Pager or Cell Number

List the Contract Administrator's Email Address

List the Contract Administrator's Website

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Vendor Contract Administrator

The bidder shall list their company's Contract Administrator. The Contract Administrator shall be the contact person for all questions regarding the contract. Note: The bidder can attach a list of alternate personnel to contact to the bid.

The bidder shall indicate whether or not they plan to sub-contract:

No: The bidder does not anticipate using a sub-contractor at this time and agrees to submit a request to subcontract during the contract period prior to using a subcontractor.

Yes: The bidder shall list the subcontractor(s). Attach list of additional subcontractors to the bid, including the following for each subcontractor.

List the Sub-Contractor's Name

List the Sub-Contractor's Address

List the Sub-Contractor's Contact Person

List the Sub-Contractor's Phone Number

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Subcontracting

The Contractor shall not assign this Contract or enter into a subcontract for any of the goods or services provided under this Contract without obtaining the prior written approval of the Central Procurement Office. Notwithstanding any use of approved subcontractors, the Contractor shall be the prime contractor and shall be responsible for all



RFI Details (cont.)

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Bidder: PUBLIC EVENT DETAILS

Submit To:
Contact: Katie Lillard
Phone: 615/741-7078
Email: Katie.Lillard@tn.gov

work provided.

A link to the Central Procurement Office's surveying tool is included in the Event Attachments. We ask that you take a few short minutes to complete this survey. The purpose of this survey is to strengthen procurement processes of the Central Procurement Office (CPO) by capturing Vendor/Bidder assessments of, and actionable comments on, the process put in place by the Central Procurement Office. Your responses will remain anonymous, and will have no bearing or consideration in the awarding of this procurement.

Required: No Mandatory ResponseNo

Response Comments

Please attach documentation that reflects you are registered with the Department of Revenue for sales and use tax, as stated in the Terms and Conditions. If you are exempt, please provide a copy of the communication from the Department of Revenue supporting this exemption.

Required: Yes Mandatory ResponseNo

A file attachment is required to satisfy this question.
Your bid will need to be edited online to include attachment responses.

Response Comments

Please answer yes or no to the following. If "yes", describe using additional pages and attach to the Response including any relevant details:

- (a) is the Respondent presently debarred, suspended, proposed for debarment , or voluntarily excluded from covered transactions by any federal or state department or agency;
- (b) has the Respondent within the past three (3) years, been convicted of, or had a civil judgment rendered against the contracting party from commission of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) is the Respondent presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed above; and
- (d) has the Respondent within a three (3) year period preceding the contract had one or more public transactions (federal, state, or local) terminated for cause or default.

Required: Yes Mandatory ResponseNo



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Bidder: PUBLIC EVENT DETAILS

Submit To:
Contact: Katie Lillard
Phone: 615/741-7078
Email: Katie.Lillard@tn.gov

Response Comments

Provide a letter from a qualified and certified financial institution that your company is capable of providing a Performance Bond and Payment Bond in the event either is needed. Reference Terms & Conditions B.4.h-i.

Required: Yes Mandatory ResponseNo

A file attachment is required to satisfy this question.
Your bid will need to be edited online to include attachment responses.

Response Comments

Provide information on employee training and continued education.

Required: Yes Mandatory ResponseNo

A file attachment is required to satisfy this question.
Your bid will need to be edited online to include attachment responses.

Response Comments

Provide the number of trucks your company has available and will be used to provide service to the State of Tennessee. Also describe standard equipment that is available to employees on the trucks.

Required: Yes Mandatory ResponseNo

A file attachment is required to satisfy this question.
Your bid will need to be edited online to include attachment responses.

Response Comments

Provide the current list of employees that will be working on this statewide contract along with their job titles and years of service.

Required: Yes Mandatory ResponseNo

A file attachment is required to satisfy this question.
Your bid will need to be edited online to include attachment responses.



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PeopleSoft Strategic Sourcing

Current Strategic Sourcing			
Event ID	Format	Type	Page
32110-0000008924	RFI	RFx	9
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Event Name			
SWC #700 Electrical HVAC & Plumbing Maint and Rep.			
Start Time		Finish Time	
06/04/2015 14:00:00 CDT		07/08/2015 16:30:00 CDT	

Bidder: PUBLIC EVENT DETAILS

Submit To:
Contact: Katie Lillard
Phone: 615/741-7078
Email: Katie.Lillard@tn.gov

Response Comments

Provide a list of all of your company's physical locations that will service the State of Tennessee.

Required: Yes Mandatory ResponseNo

A file attachment is required to satisfy this question.
Your bid will need to be edited online to include attachment responses.

Response Comments

Confirm that your company will accept the State's Purchasing Card (P-Card) as defined in Terms & Conditions B.3.j.

Required: Yes Mandatory ResponseNo

Response Comments



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PeopleSoft Strategic Sourcing

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Bidder: PUBLIC EVENT DETAILS

Submit To:
Contact: Katie Lillard
Phone: 615/741-7078
Email: Katie.Lillard@tn.gov



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PeopleSoft Strategic Sourcing

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Event Round	Version		
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Bidder: PUBLIC EVENT DETAILS

Submit To:
Contact: Katie Lillard
Phone: 615/741-7078
Email: Katie.Lillard@tn.gov

Bidder Information

Firm Name:		
Name:	Signature:	Date:
Phone #:	Fax #:	
Street Address:		
City & State:	Zip Code:	
Email:		



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PeopleSoft Strategic Sourcing

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Event Round	Version		
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Event Name	SWC #700 Electrical HVAC & Plumbing Maint and Rep.		
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Bidder: PUBLIC EVENT DETAILS

Submit To:
Contact: Katie Lillard
Phone: 615/741-7078
Email: Katie.Lillard@tn.gov

Appendix B - Terms & Conditions

1. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.
2. Should any data change in the future, the Supplier agrees to immediately submit the correct information electronically through the state's Supplier Portal or the information will be submitted in writing and mailed to one of the following addresses:

If the supplier is actively bidding but has not yet been awarded a purchase order or contract, please submit changes to the following address:

Tennessee Department of General Services
Purchasing Division
3rd Floor Tennessee Tower
Nashville, TN 37243

If the supplier is currently doing business with the state please submit changes to the following address:

Department of Finance and Administration

3. No person on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal and/or Tennessee State constitutional and/or statutory law shall be excluded from participation in, or denied benefits of, or be otherwise subjected to discrimination in the performance of the Contract or in the employment practices of the Contractor. The Contractor shall, upon request, show proof of such non-discrimination, and shall post in conspicuous places, available to employees and applicants, notices of non-discrimination.
4. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that he/she is a legal citizen of the United States or Permanent Resident Alien and that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.

Last Updated: 06/11/2009